

DEPARTMENT OF COMMUNITY AFFAIRS  
OFFICE OF HISPANIC AFFAIRS

Program Monitoring Instrument

I: RECIPIENT INFORMATION

Agency Name: ASPIRA Inc. of NJ

Address: 390 Broad Street  
Newark, NJ 07104

Program Director: Roberto Del Rio

Executive Director: Hilda Rosario

Board Chairperson: Margaret Rosario-Rivera

II: CONTRACT INFORMATION

Grant Agreement #'s: 92-0004-00 & 92-0005-00

Amounts: \$12,090.00 & 31,500.00                    FY: '92

Program terms: 7/1/91-6/30/92

Purpose: To implement Early Intervention/Youth Services  
and Talent Search Programs in Essex County and  
Passaic County, respectively.

Initial Review: N/A

Intermedial Review: N/A

Field Visit Date: 2/11/92

Reviewer: *Angie Leonard*

III: EVALUATION DATA

A: ADMINISTRATION

1: General

- The agency is incorporated and is in compliance with all legal statutes and reporting requirements with the Secretary of State.
- The agency has adopted by-laws that are consistent with its articles of incorporation.
- Agency is in good standing with the Charities Registration Bureau in Newark.
- Agency maintains a current fidelity bonding statement applicable to grant agreement.
- The agency has valid certification of occupancy for fire, health, and building inspection.

2: Personnel

- All staff is hired based on written criteria.
- The agency maintains a current staff organizational chart.
- The agency distributes personnel policies to all paid staff.
- Employees are evaluated on performance according to respective job descriptions at least annually.

3: Training

- Staff training is provided within the agency on an ongoing basis.

4: Self-Evaluation

- The agency has a self evaluation and monitoring process.
- The agency has developed a plan listing how and how often data will be collected.
- The agency reviews data collected and compares the actual results with the listed objectives in Attachment C of the grant agreement.

4: Self-Evaluation

- The agency has methods to assess client satisfaction with service delivery.
- The agency conducts a random sample of client records to assess quality of service provided.

B: PROGRAM/DOCUMENT REVIEW

FOR GA#92-0004-00

Is this grant a donor match? Yes  No   
If yes, then complete Section I on grant agreement-donor agreement.

1: Grant Agreement-Donor Match

- The current DHS-DYFS contract Annex A is on file.
- The current DHS-DYFS contract Annex B and/or B-2 is on file.
- The current DHS-DYFS contract transmittal letter is on file.
- The current signed Standard Language Contract is on file.
- All donor agreements are on file.
- The Annex A clearly specifies the goals and objectives of the program and the services to be provided.
- The target population information is included.
- The current DHS-DYFS contract specifies level of service.

2: Program Assessment

- Agency uses standard intake and eligibility forms.
- The agency has a clearly defined intake process to ensure a timely response to the needs of the client.
- The agency has procedures in place to ensure that required client information is recorded in the file/record.
- The agency maintains an information and referral component.

B: PROGRAM/DOCUMENT REVIEW

2: Program Assessment

- The agency has developed a networking system with other service provider agencies.
- The agency consistently performs follow-ups with service provider agencies that have been referred clients.
- A written service plan is developed and periodically updated for each client after initial visit.
- The agency does periodic review of client records to ensure that the service needed has been provided.
- The agency analyzes assessment data to revise and improve delivery of service to clients.
- The agency has a procedure for insuring that target population is being served including outreach methods for the "hard to reach" client.
- The agency has an annual or long-range program workplan.

FOR GA#92-0005-00

Is this grant a donor match? Yes  No   
If yes, then complete Section I on grant agreement-donor agreement.

Program Assessment

- Agency uses standard intake and eligibility forms.
- The agency has a clearly defined intake process to ensure a timely response to the needs of the client.
- The agency has procedures in place to ensure that required client information is recorded in the file/record.
- The agency maintains an information and referral component.
- The agency has developed a networking system with other service provider agencies.
- The agency consistently performs follow-ups with service provider agencies that have been referred clients.

Is this grant a donor match? Yes  No   
If yes, then complete Section I on grant  
agreement-donor agreement.

Program Assessment

- A written service plan is developed and periodically updated for each client after initial visit.
- The agency does periodic review of client records to ensure that the service needed has been provided.
- The agency analyzes assessment data to revise and improve delivery of service to clients.
- The agency has a procedure for insuring that target population is being served including outreach methods for the "hard to reach" client.
- The agency has an annual or long-range program workplan.

C: FISCAL

- The agency has established controls for receipt of funds and disbursements.
- Agency maintains records including:  
-general ledger  
-cash receipt journal  
-cash disbursement journal  
-accounts payable journal
- The agency requires two signatures on each check.
- Agency staff provides summaries of revenues and expenditures at least quarterly to Board of Directors.
- Annual audit is conducted by CPA as designed by the governing body.
- Audit conforms to AICPA established accounting principals.
- The Board of Directors approves annual budget and audit.

#### IV: ASSESSMENT

##### A: AREAS OF INTEREST

- The agency site is in good physical appearance.
- The agency site accommodates the needs of the handicapped.
- The agency has community awareness activities to inform the public of its services.
- The agency allows for staff training in agency budget.
- The agency has a process for recruiting volunteers.
- The agency provides training for volunteers.
- The agency makes services accessible to clients lacking transportation.

##### B: OBSERVATIONS

###### 1: Strengths

The evaluation of staff is conducted through a formal procedure called the "Employee Performance Appraisal" system. Staff are evaluated by comparing goals accomplished as per yearly workplan developed in conjunction with Executive Director and Program Director.

A two-week training session is coordinated each year for staff. Sessions focus on development of individual and agency wide workplans. Presenters also focus on skills development of staff in areas such as counseling and recruitment for students. Prior to sessions, the board of directors drafts agency workplan.

Team management meetings are conducted on a monthly basis. Self-evaluation of programs is conducted through these meetings.

###### 2: Weaknesses

None.

C: COMMENTS

The Fire Department has conducted its annual inspection of facilities prior to monitoring visit. However, recipient did not have certificate on hand for review. Certificate of occupancy was available.

Recipient recently received a 20% reduction in funds from United Way. The Paterson program budget was reduced by \$12,000.

Program staff for both the Paterson and Essex County offices seem dedicated and sensitive to the issues affecting the Hispanic youth of the respective counties.

The position of Deputy Director has currently been created at the agency. The immediate responsibilities of the Deputy Director will be to oversee program site offices. The long term goal is to have the Deputy Director oversee the development office at the agency. This would entail conducting research on possible funding sources.

Reported Level of Services were confirmed with program director through monthly log sheets. See attachments.

D: RECOMMENDATIONS

Additional site visit to the Paterson office located on Washington Avenue.

E: FINAL RATING:

Administration	93%
Program (GA#92-0004-00)	100%
Program (GA#92-0005-00)	100%
Fiscal	100%

RECIPIENT IS IN FULL COMPLIANCE OF GRANT AGREEMENTS #92-0004-00 and #92-0005-00.

Recipient: ASPIRA Inc of NJ  
GA#: 92-0004-00

Status Report: Year-to-date L.O.S. 12/31/91

PROGRAM L.O.S.:

<u>Program Objective Description</u>	<u>Contracted LOS</u>	<u>YTD LOS</u>
MAKE CONTACT WITH YOUTH THRU PRESENTATIONS	100	401
TO RECRUIT HISPANIC YOUTHS	50*	92
BI-WEEKLY COUNSELING SESSIONS (Youths)	50*	42
IMPROVE SCHOOL ATTENDANCE OF HISPANIC YOUTHS	0	0
CLUB MEETINGS	24	27
TO PLACE YOUTHS IN POST-SECONDARY SCHOOLS	0	0
TO ENSURE YOUTH GRADUATE FROM HIGH SCHOOL	0	0

CLIENT PROFILE:

A: Gender:

Males: 31 Females: 61

B: Ethnic:

African American: 5	Caucasian: 0
Puerto Rican: 78	Dominican: 3
Mexican American: 0	Cuban: 1
Central/South American: 1	Asian/Pacific Islander: 1
Native American: 0	Other: 3

C: Age Group:

Youth (0-18 yrs old): 92

Adult (19-55 yrs old):

Seniors (56-over):

Total Clients served: 92

\* duplicated services

NOTE: Other objectives are not measurable until the end of the program term.

CHPRD/5768

Recipient: ASPIRA Inc of NJ  
GA#: 92-0005-00

Status Report: Year-to-date L.O.S. 12/31/91

PROGRAM L.O.S.:

<u>Program Objective Description</u>	<u>Contracted LOS</u>	<u>YTD LOS</u>
RECRUIT HIGH SCHOOL STUDENTS AS CASELOAD	250	130
PLACED IN POST-SECONDARY SCHOOLS	46	0
DOCUMENTATION OF SERVICES	250	130
90% WILL PROCEED TO NEXT ACADEMIC LEVEL	225	0

CLIENT PROFILE:

A: Gender:

Males: 36 Females: 94

B: Ethnic:

African American: 0	Caucasian: 0
Puerto Rican: 61	Dominican: 40
Mexican American: 0	Cuban: 0
Central/South American: 26	Asian/Pacific Islander: 0
Native American: 0	Other: 3

C: Age Group:

Youth (0-18 yrs old): 130

Adult (19-55 yrs old):

Seniors (56-over):

Total Clients served: 130

NOTE: Other objectives are not measurable until the end of the program term.

CHPRD/5769